



Ronald McDonald House[®]
Eastern North Carolina

Keeping families close[®]

Family Services Intern

Position Description

Purpose

The Ronald McDonald House of Eastern North Carolina provides a temporary “home-away-from-home” for families of seriously ill or injured children receiving treatment from area medical facilities.

The Family Programming Intern will serve as a supporting role for the Development Team. The intern will be involved in all aspects of family programming and other tasks as it relates to the RMHENC guest experience. Responsibilities include but are not limited to planning and implementing activities with children and families, assisting with special events and administrative duties. The intern will also sit in on committee and staff meetings as well as have an opportunity to shadow other department heads in order to walk away from their internship experience with a well-rounded view on how nonprofit organizations, RMHENC in particular, are run and managed.

Responsibilities

- Assist with the research, execution and maintaining of new and existing Family Programming opportunities.
- Help identify, plan and execute programs for families that are engaging, fun, helpful and educational.
- Work with the Director of Marketing and Volunteer Services to help identify family stories for publication in the newsletters, board meetings, social media, or Annual Report.
- Create an atmosphere of hospitality and ensure the well-being and comfort of the families.
- Recruit volunteers and volunteer groups to host activities throughout the week.
- Maintain current Family Programs Calendar both on the Google Drive and Posted calendars throughout the House.
- Schedule and conduct orientations for activity volunteer groups.
- Assist the Development Team with fundraising, marketing and community outreach as needed.

Qualifications

- Suggested majors include Family and Child Development, Psychology, Human Development, Social Services or related field.
- Excellent communication skills (both verbal and written).
- Must be pro-active, self-directed, detail-oriented and organized.
- Outstanding computer skills, including proficiency and experience with Microsoft Word, Excel and Power Point.
- Professional and responsible demeanor.
- Some weekends may be required for specific event activities.
- Ability to work some evenings until 8pm.

Commitment

Dependent on the student's academic expectations and/or needs of the House

This is an unpaid internship role that is available throughout the academic year - Spring, Summer and Fall semesters.

After all materials are received and reviewed, potential candidates will be contacted by the designated supervisor to set up an interview time. No Application will be reviewed unless all information is complete and received.